

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
Fort Monroe, Virginia 23651

TRADOC Supplement 1
to AR 310-49

7 January 1983

Military Publications
THE ARMY AUTHORIZATION DOCUMENTS SYSTEM (TAADS)
RCS CSGPO - 375

Further supplementation by subordinate commanders is
prohibited unless specifically approved by HQ TRADOC.

AR 310-49, 15 December 1980, is supplemented as follows:

Page 1-1, paragraph 1-1, Purpose.

1-1f. (Added) Providing additional guidance applicable to the preparation and submission of TRADOC unit TDA, MTOE, and MOB TDA. This supplement extends basic regulation policies and procedures, and instructions contained in AR 310-49, The Army Authorization Document System (TAADS), 15 December 1980.

Page 1-1, paragraph 1-2, Applicability.

1-2d. (Added) Headquarters, Training and Doctrine Command and subordinate installations and activities reporting directly to HQ TRADOC.

Page 1-1, paragraph 1-6, Objectives of TAADS.

1-6f. (Added) Assist in attaining the status of TAADS operations at unit and installation level. Commanders and staff officers of all levels can use the following checklist to determine the status of TAADS operations:

(1) Is the latest approved detailed TDA/MTOE document on hand at unit?
(Para 1-6, AR 310-49)

(2) Is the unit organized IAW organization structure in latest approved document? (Para 1-6, AR 310-49)

This supplement supersedes TRADOC Supplement 1 to AR 310-49, 20 Aug 76.

(3) Is the unit's property book in consonance with equipment authorizations in the approved TAADS document? (Para 2-5, AR 710-2)

(4) Is the equipment authorized in the TAADS document on hand or on requisition? (Para 3-15, AR 310-49)

(5) Does the latest approved TAADS document reflect the actual need for equipment, in the minimum quantity, to accomplish the unit's mission? (Para 2-1, AR 310-34)

(6) Is there equipment on hand in excess of authorized allowances? If so, has action been initiated to effect turn-in? (Item 16, table 1-3, AR 710-2)

(7) Are personnel requisitions based on qualitative and quantitative personnel authorizations as shown in the latest approved TAADS document? (Para 1-6, AR 310-49)

(8) Is the latest approved TAADS document being used as a source for Personnel Inventory Reports, Army Equipment Status Report, Materiel Readiness Report and Unit Readiness Report? (Para 1-6, AR 310-49)

(9) Are personnel responsible for implementing TAADS familiar with procedures for updating the TAADS document?

(10) Are updated documents being submitted promptly to effect command decisions which change requirements and authorizations? (Para 2-1, AR 310-49)

(11) Are updated documents with civilian positions being reviewed by the civilian personnel office before submission? (Para 3-11, AR 310-49)

Page 2-2, paragraph 2-6, Nonscheduled document changes.

2-6e. (Added) Emergency requests for which the criteria is very stringent, will be specifically identified as an emergency request and submitted via message to HQ TRADOC, ATTN: ATRM-F. In addition, each emergency request for equipment must consider the guideline and include information required by Section III, Appendix H, AR 310-34. Name and telephone number of individual having knowledge of subject will be provided to facilitate telephone coordination. TRADOC letter or message of approval will serve as the authorization for MACOM approved items, pending documentation in TAADS.

Page 2-4, paragraph 2-10, Concept plans.

2-10d. Add the following at the end of paragraph: Machine generated TAADS document will be submitted concurrently with the concept plan.

Proponent proposed document will carry a CCNUM of 9999 if current valid UIC is used and 01 (FY) if new or model UIC is used. Permanent Order to implement the approved concept plan will not be published until all documents have been approved by TRADOC or DA. DA approved concept plans will be incorporated into the next published command plan.

Page 2-5, paragraph 2-11, Approval authority.

2-11a. (Added) Authority is delegated to the installation or unit commander as listed below for approval of noncontrolled standard and commercial equipment with unit cost of less than \$3,000 for TRADOC units and activities. This authority does not apply to equipment that requires approval under other Army regulations such as AR 18-1, 310-1, 340-4, 750-43, 310-34, 105-22, etc. Approval authority will not be subdelegated without prior approval of HQ TRADOC. ROTC units will submit requests through the Commander, ROTC Region for review and validation of requirement prior to forwarding request to supporting installation recommending approval. Delegation of approval authority includes the appropriate installation commander's staff office.

(1) For all TRADOC units and activities located on TRADOC installations, approval authority is delegated to Installation commander.

(2) For TRADOC units and activities located on FORSCOM installations, approval authority will be exercised by FORSCOM installation commanders.

(3) For other tenant units and activities located on TRADOC installations, approval authority of installation commanders is limited to that requested by major command of tenant units and activities.

(4) For TRADOC units and activities located on other than TRADOC or FORSCOM installations, authority is delegated to unit and activity commander.

2-11b. (Added) Upon approval of standard noncontrolled equipment costing less than \$3,000, DA Form 2028 (Recommended Changes to Publications and Blank Forms) listing equipment by paragraph, LIN, quantity and unit cost will be included with scheduled TAADS update. DA Form 2028 will contain a statement that equipment has been approved by the installation commander. Increases in equipment not identified on form will be deleted.

Page 2-9, paragraph 2-16, Proponents of TAADS documents.

2-16c. (Added) TRADOC units located on FORSCOM installations will request support for document changes from the installation force development office. TRADOC units located on installations of other major Army commands will request support agreement for ADPE support from installation Force Development Office. If problems with ADPE support are encountered, immediately contact HQ TRADOC, ATRM-FF.

2-16d. (Added) TRADOC units not located on an Army installation, or located on installations without ADPE capabilities, will request support agreement from the nearest TRADOC or FORSCOM installation. If agreement cannot be obtained, immediate coordination with HQ TRADOC, ATRM-FF, will be effected.

Page 2-15, paragraph 2-28, Submission and approval of MOBTDA's. Add the following at the end of the paragraph: MOBTDA will be submitted to HQ TRADOC in accordance with the appropriate letter of instructions.

Page 3-1, paragraph 3-5, Manpower position management policies.

3-5f. (Added) Establishment of Command Sergeant Major (CSM) positions is not authorized unless specifically provided for in DA directives. Requests for establishment of CSM position will be justified as required by AR 611-201 and forwarded through Cdr, HQ TRADOC, ATTN: ATRM-FI, to HQDA, ATTN: DAPO-OM.

Page 3-2, paragraph 3-9, Military position grading.

3-9e. (Added) Requests for exception to standards of grade authorizations (SGA) will be processed as separate actions to HQ TRADOC, ATTN: ATRM-FI.

Page 3-4, paragraph 3-13, Justification for personnel changes.

3-13a. Add the following at the end of the paragraph: Requests for personnel requirements must include Schedule X prepared in accordance with AR 570-4.

Page 3-4, paragraph 3-1.5, Equipment authorization policy.

3-15b. Add the following at the end of the paragraph: When equipment on hand is no longer needed, a document change will be immediately processed to HQ TRADOC, ATTN: ATRM-FI.

3-15e(7) (Added) Ensure funds and personnel are available within current resources to procure, operate and maintain the additional equipment.

3-15l Add the following at the end of the paragraph: Request for equipment increases will be submitted to HQ TRADOC, ATTN: ATPM-F as follows:

3-15l(1) (Added) DA controlled equipment: Separate letter for each MTOE or TDA being addressed will be forwarded, accompanied by DA Form 4610-R (Equipment Changes in MTOE or TDA) in six copies. Instructions for completion of this form are provided on the back of the form.

3-151(2) (Added) Requests for noncontrolled standard equipment increases costing \$3,000 and over may be submitted utilizing letter procedure accompanied by DA Form 2028 or DA Form 4610-R. Justification will be sufficient to permit adequate evaluation for approval.

3-151(3) (Added) Equipment required on an emergency basis will be processed as outlined in AR 310-34 and paragraph 2-6e this supplement.

3-151(4) (Added) Request for commercial equipment requiring type classification exemption and assignment of LIN will be processed in accordance with paragraph 2-20, AR 310-34.


3-151(5) (Added) Equipment requests will include a statement that funds and personnel are available within current resources to support the requirement. Approval of letter request is not procurement approval. Only the approved TDA or MTOE will serve as authority to requisition. The only exception to this rule is in the case of an emergency request. See paragraph 2-6c, AR 310-49.

The proponent of this supplement is the Office of the Deputy Chief of Staff for Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Cdr, HQ TRADOC, ATTN: ATRM-F, Fort Monroe, VA 23651

FOR THE COMMANDER:

OFFICIAL:

JOHN B. BLOUNT
Major General, GS
Chief of Staff


R. E. BROWN
Colonel, GS
Adjutant General

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